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UNITED STATES DEPARTMENT OF AGRICULTURE
Production and Marketing Admin.
Washington 25, D.C.

October 26, 1945

MARKET NEWS AND GRADING DIVISION MEMORANDUM NO. AD-106

To: Officers in Charge, Market News and Grading Division

From: Fred J. Beard, Chief, Market News and Grading Division,
Livestock Branch.

Subject: Handling of Personnel Actions on Furloughed Employees

Your attention is directed to previous instructions to regional meat grader supervisors issued by this office September 14, 1945 pertaining to the furlough of meat graders who are engaged in CCC work. This is a reminder that furloughed employees must be restored to active duty on the day following the terminating date of the present furlough unless they have filed resignation with the supervisor or the officer in charge of the station to which they are assigned.

When restoring the furloughed employees to duty, you should prepare Request for Personnel Action (Form AD-517) and forward to your Area Personnel Office. This office should be advised when these employees return to duty.

It is indicated that the present meat purchasing program will increase somewhat but not sufficiently to require the continued employment of all CCC graders. Therefore, you are advised to notify this office of the probable number of surplus personnel as of November 1, December 1, and January 1. It is recognized that these are only estimates and subject to revision in light of any further developments in the meat purchasing program.

Fred J. Beard



